

REQUEST FOR PROPOSALS

Issue Date: May 23, 2013

RFP# 13-02

Title: *FOOD SERVICE MANAGEMENT AND OPERATIONS STUDY of DBHDS FACILITIES*

Commodity Code: Non-Professional Services

Issuing Agency & Address: Commonwealth of Virginia
Department of Behavioral Health and Developmental Services (DBHDS)
Office of Architectural and Engineering Services
P.O. Box 1797
Richmond, Virginia 23218

Location of Work: Statewide

Period of Contract: Through completion of study (estimated 90 days)

All Inquiries for Information Should be Directed To: Joe Cronin, e-mail: joe.cronin@dbhds.virginia.gov, telephone (804) 786-3926.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: DBHDS Office of Architectural & Engineering Services, 1220 Bank Street, 7th Floor, Room 731, Richmond, Virginia 23219.

Sealed proposals for furnishing the services described herein will be received until **4:00 p.m. local time on June 11, 2013.** Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____	Date: _____
_____	By _____
_____	(Signature in Ink)
_____	Typed Name: _____
_____ Zip: _____	Title: _____
FEIN/SSN # _____	Telephone No.(____) _____

PRE-PROPOSAL CONFERENCE: *A pre-proposal conference will not be held.*

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eVA Vendor Registration: The bidder or Proposer shall be a registered vendor in eVA.

I. PURPOSE:

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract with a Food Service Operations and Management consultant team, for the purpose of recommending efficiencies and improvements to the statewide food service delivery system serving the fifteen (15) DBHDS facilities, located in 12 geographical locations.

Failure to provide information required by this RFP will be grounds for rejection of the proposal. See Appendices B, C and D for the forms and information required for submission.

II. BACKGROUND:

The Owner (DBHDS) prepares and delivers approximately 7,000 meals per day to clients within the DBHDS facility system of care, utilizing eleven (11) kitchens and three (3) satellite kitchens. Approximately 67% of the facilities utilize cook-chill, with re-thermalization of individual trays.

DBHDS is transitioning many services into the community, with commensurate downsizing of the facilities. Further, the majorities of the kitchens are nearing the end of their useful life and will require renovation within the next several years. The cost of food service operations is a growing expense.

III. STATEMENT OF NEEDS / SCOPE OF SERVICES:

- A. The selected Proposer for these services, the Consultant, shall furnish all labor, materials, and resources to evaluate the current system and prepare a written report with a recommended plan for the long-term provision of food service within the DBHDS facility system.
- B. The report shall discuss a minimum of three options, with a clear, well-thought-out justification for the recommended option. The report shall include a discussion of any resultant cost savings, as well as an order-of-magnitude cost estimate of any necessary renovations.
- C. The Owner anticipates issuing a Notice to Proceed by June 24, 2013. A completed draft of the study shall be provided no later than September 23, 2013.

IV. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women &

Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. General:

In order to be considered for selection, Proposers must submit a complete response to this RFP. One original and *three (3) copies* of each proposal must be submitted to the Issuing Agency at the address shown on page 1 of this RFP. No other distribution of the proposals shall be made by the Proposer.

B. Proposal Preparation:

1. Proposals shall be signed by the authorized representative of the Offeror. All information requested should be submitted. Proposals which are substantially incomplete or lack key information may be rejected as "Not Responsive" by the Owner at its discretion.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
3. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in the single volume.
4. Any information thought to be relevant, but not specifically applicable to the enumerated Scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
5. Identify any "proprietary" information exempted from public disclosure under the Virginia Freedom of Information Act by Section 2.2-4342, Code of Virginia, and state the reasons why protection is necessary.

C. Oral Presentation:

Proposers may be required to give an oral presentation of their proposal to the Owner. This will provide an opportunity for the Proposer to clarify or elaborate on the proposal but will in no way change the original proposal. An oral presentation will be expected to include those senior person who will actively manage and participate in the project.

D. Specific Requirements:

Proposals should be as thorough and detailed as possible so the owner may properly evaluate the Proposer's capabilities to provide the required services. Proposers are required to submit the following items to constitute a complete proposal:

- 1) The return of the cover sheet of this RFP, signed and filled out as required.

- 2) A narrative statement or description showing:
 - a) The Proposer's approach and methodology to be used in completing the study.
 - b) Proposer's proposed staffing to provide the required services including names, qualifications, percentage of time to be spent on the project and other pertinent data.

To reduce the effort and expense of responding to this RFP, provide uniformity in the type information requested, and enhance the review and evaluation process, the Proposer may use the **standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA**. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 are available for download at the <http://forms.dgs.virginia.gov> website

- 4) A statement that the Proposer has adequate manpower to provide all necessary and requested services throughout the entire project.
- 5) Disclosure of any potential conflict of interest.
- 6) Any pertinent information which demonstrates your corporate capabilities (i.e. reports, records and/or appropriate documents).
- 7) Statement of proposed fees for the indicated services on this project.
- 8) A minimum of three (3) references for similar work, with name and telephone number of references.
- 9) Statement indicating SWAM status. If applicable, include DMBE certificate number

VI. EVALUATION AND AWARD CRITERIA:

A. Evaluation Criteria:

Proposals will be evaluated by the Issuing Agency using the following criteria:

1)	Expertise, qualifications and experience of Proposer's proposed staff	50
2)	References from other clients	10
3)	Proposed methodology/procedures	25
4)	Price	15
	TOTAL	<hr/> 100

5)	Oral interview (if required)	<u>20</u>
	<i>TOTAL</i>	<i>120</i>
6)	Small Business & Women and Minority Owned Business Participation (if proposed fee exceeds \$100,000)	<u>10</u>
	<i>TOTAL</i>	<i>130</i>

B. Award of Contract:

Selection shall be made of two or more Proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Negotiations shall then be conducted with each of the Proposers so selected. Price shall be considered, but shall not be the sole determining factor. After negotiations have been conducted with each Proposer so selected, the Issuing Agency or public body shall select the Proposer which, in its opinion, has made the best proposal, and shall award the contract to that Proposer. The Commonwealth may cancel this Request for Proposals or reject all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was deemed to be most advantageous. (☐ 11-65D, Code of Virginia.) Should the Issuing Agency or public body determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one Proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Proposer. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Proposer/Contractor's proposal as negotiated.

VII METHOD OF PAYMENT:

- A. Payments will be made monthly to this Contractor for the proportional part of the services rendered during the period.